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Special Assistant (Admin.) to DD/I

Monday, 15 June 1953

1. Attended meeting of Steering Group/CIA Career Service Board. Mr. Kirkpatrick advised that the Director had approved in principle the Executive Inventory plan.

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2. After thorough review and discussion with OSI, the proposed action to appoint [REDACTED] as a medical consultant was withdrawn by OSI for further consideration. [REDACTED] who is retiring from full-time employment in DD/P, does not appear to be outstanding in his field and it appears that on a consultant basis, a better qualified physiologist could be secured to more adequately meet OSI's needs.

3. Issued instructions to the Administrative Officers of the DD/I Offices for the submission of overseas requirements for fiscal years 1954 and 1955 to be referred to Chief of Administration, DD/P, for inclusion in the area division budgets in accordance with the present understanding.

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4. Received from the Office of Personnel notification of the Professional Selection Panel's action finding an ORR employee unsuitable for career employment in the Agency. I referred the memo to ORR, advising [REDACTED] that the procedure was for the AD/RR to arrange a meeting with [REDACTED] Chairman of the Professional Selection Panel, to learn the basis for the Panel's decision. I advised that, after hearing the facts in the case, that ORR so desired that the case could be appealed to the Career Service Board for recommendation to the DCI. ORR has 10 working days within which to file the appeal.

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5. Regarding the transfer of the Document Control Branch, advised FDD and OCD that the shift could not be reflected in the present budget estimates ~~being prepared~~ pending a final working out of the administrative details, as well as a determination on the transfer of the State Foreign Publications Branch. An appropriate amendment, outlining the adjustments in the estimates, will be submitted at a later date to the Comptroller prior to submission of the estimates to the Bureau of the Budget.

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[REDACTED]

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